



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: November 23, 2015

RFP 16-011-27

Confidential, “ Disposal of Computer Equipment From Shelby County Household Hazardous Waste Facility and Surplus Computer Equipment”

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors. Our answers are listed in **red** below:

Questions:

1. SHIPPING QUESTIONS:

- Address of Pickup Location? – **current materials are in a warehouse on Bellevue, Memphis, TN**
- Where, in the building, is the Material Located? – **n/a working hours for County for current materials**
- Hours of Operation the material can be picked up? **HHW Tues or Thurs between 7:30 am – 2:30 pm**
- Is there a Loading Dock at the pickup location? **HHW yes**
- Is there a Fork Lift and/or Pallet Jack available for use? **HHW Pallet Jack**
- What is the Maximum size Truck this location can accommodate? **18 wheeler**
- Are we allowed to Photograph the material before and after packaging? **No- it is already palletized and shrink wrapped at our facility**
- Is a Certificate of Insurance required to enter building? **Not to enter building, but on the HHW property yes**
- Is Union Labor required on this job? **No**

2. IF MATERIAL IS READY FOR PICKUP (Complete Only If Applicable):

- Is the Material Palletized, Shrink Wrapped, Banded and ready for pickup? or just on Pallets? **Yes.**
- If Material is already on Pallets, how many Pallets are there? **Current materials 100+ pallets (10 pallets a month approx. from HHW)**
- Are the Pallets Stackable? **some**

IF WE NEED TO PACK & SHIP THE MATERIAL (Complete Only If Applicable):

- Is material located on the Ground Floor? if not, is a Freight Elevator available for use?
- Where will the Packaging/Palletizing/Shrink Wrapping be done (i.e.; parking lot, dock, sidewalk)?

